

Screen Sharing Instructions

Step 1: Prepare the Classroom for Screen Sharing

Press **“Reset Pods”** on the podium touch panel. This displays a unique URL and code on each of the classroom screens.

Step 2: Choose a Way to Connect a Laptop to a Pod Screen

Option 1: Connect using an HDMI cable

- **Connect the HDMI cable** to the WisCEL laptop. A black HDMI cable can be found in the center of each pod.
- **Press “Laptop”** on the pod’s white three-way switch if the pod screen has not yet started displaying the laptop screen.
- **Unplug the HDMI cable** to stop sharing.

Option 2: Connect wirelessly using the AirMedia app

- Download the AirMedia app.
 - **Find the URL** in the lower left corner of the pod screen (ex. <http://10.130.207.7>) and enter it into a web browser (ex. Google Chrome).
 - **Download the Windows version of the AirMedia app.**
 - **Launch the app.** Click to agree to terms and confirm default settings.
- Connect the laptop to the pod monitor.
 - **Find the IP address** of the pod screen and enter it into the AirMedia app. The IP address consists of the numbers behind “http://” in the URL used above. (Ex. <http://10.130.207.7>)
 - **Enter the code** to finish connecting the laptop to the screen (ex. 2134).
 - **Click “Present”** to project the laptop screen.
 - **“Dock”** stops the connection between the laptop and pod screen.
 - **“Pause”** freezes what is shown on the pod screen while content is being prepared on the laptop. **“Resume”** will resume live sharing.
 - **“Disconnect”** completely disconnects the laptop from the screen.

Share One Pod Screen to All Screens

- **Select source:** Use the podium touchscreen to select which pod screen to share.
- **Select destination:** Use the podium touchscreen to select whether to share to all pod screens and/or both projector screens.

Important Things to Note

- Students must re-install the AirMedia app each time they use a WisCEL laptop.
- Only one laptop can connect to a screen at a time. If the wireless option is not working, make sure that the pod’s HDMI cable is not in use.

Find a WisCEL staff member if you need any assistance. We are happy to help!